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MEMORANDUM FOR THE RECORD Release 2005/07/13 : CIA-RDP70-00211R000500030008-4

SUBJECT: Discussion with [] Executive Officer, DDS

1. My Leave - I plan to be on leave from Thursday 17 June through 2 July.
2. []
3. NPIC - [] is getting along very well. He had an orientation program for [] employees on 3 June. [] and I participated. The reaction was excellent. On 11 June I was invited to make a presentation on Records Management to the Senior Staff meeting. The Executive Officer, [] expressed his appreciation and said that NPIC would give [] top level support and that their Records Management program would be an active one.
4. Records Center Operations - I reported that the Records Center destroyed more records during January, February, and March than they received; also net growth in April was only 9 feet.
5. Problems in the Security Classification of Forms - Recent requests for change in Security Classification on forms from "Classified When Filled In" basis to classified in open category had increased and is causing problems in printing, storage and shipping. [] suggested I discuss this with [] SSA/DDS.
6. My Future Plans - Requested permission to discuss my personal future plans with Col. White (DDS). He will arrange and let me know. Told him I would like to do this prior to 17 June.
7. Inspection Staff - Advised that [] will begin active contacts with component records officers and will return to Records Center for further discussions there and to see operating procedures. Will probably spend several days there.
8. Career Service - Reminded him of our several previous discussions and the need to do something positive. Told him of need to make provision for future placement and promotion of members of my staff. Also need to provide for component Records Officers such as [] and others. He said this matter discussed with Office of Personnel but no plan or decision yet.
9. I reminded him again of the need to think of replacement for me. Impressed upon him necessity to train someone professionally so they will be equipped to carry out an active Records Management program.

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